



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونِسُورِسْتِي اِسْلَامُ اِنْتَارَايَجَسَا مَلَيْسِيَا

(Company No. 101067-P)

IIUM/205/G/4/1/1

4<sup>th</sup> April 2006

All Deans / Directors  
Kulliyahs / Centres  
International Islamic University Malaysia

السلام عليكم ورحمة الله وبركاته

**FINANCE DIVISION CIRCULAR NO : 1 YEAR 2006**

**ADOPTION OF TREASURY CIRCULAR NO 3 / 2005  
PERTAINING TO RATES OF ALLOWANCES AND MILEAGE CLAIMS FOR  
ATTENDING COURSES.**

**1.0 OBJECTIVE**

- 1.1 The objective of this circular is to inform all Deans / Directors and all staff of the International Islamic University Malaysia on the decision made by the Standing Finance Committee to adopt the Treasury Circular no.3 / 2005 pertaining to rates of allowances and mileage claims for attending courses.

**2.0 BACKGROUND**

- 2.1 The Government has issued the Treasury Circular No 3 Year 2005 to replace the Treasury Circular 4 Year 1992 pertaining to rates of allowances and mileage claims for attending courses. Full details of the circular are as per appendix 1.

### 3.0 NEW RATES OF ALLOWANCES

3.1 The following is the summary of the new rates.

#### 3.1.1 Local Course

	Within workplace	Outside workplace
Short Course	RM 15 per day (living Allowance)	Food allowance / Hotel or lodging as per attachment B of new circular
Long Course	RM 15per day (living allowance)	RM 25per day (living allowance)
Part Time Course	RM 8 per day (for food and travelling)	RM 10 per day (for food and travelling)

#### 3.1.2 Overseas Course

	Food	Hotel / Lodging
Grade	Rate per day (RM)	Rate per day (RM)
Special grade 'A' and above	300.00	As per attachment "C" Of new circular.
Special grade 'B' and 'C'	270.00	
Grade 53 and 54	240.00	
Grade 45 until 52	200.00	
Other than the above	As per attachment "C" of new circular.	

3.1.3 The above rates are to be read together with terms and conditions specified in the Treasury Circular.No 3 / 2005.

#### 4.0 IMPLEMENTATION

4.1 This circular is to be implemented with effect from 1<sup>st</sup> April 2006.

Thank you, Wassalam



**AHMAD ZAILAN BIN SHAARI**

Executive Director  
Finance Division,  
International Islamic University Malaysia.

c.c. Rector  
IIUM

Assoc. Prof Dr Mohd. Azmi bin Omar  
Deputy Rector (Academic Affairs and Research)

Prof. Dr Sano Koutoub Moustapha  
Deputy Rector ( Internationalisation and Innovation)

En Hamidon bin Abdul Hamid  
Deputy Rector (Student Affairs and Alumni)